

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF CB Adoption and Foster Care Analysis and Reporting System

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2Summary of PIA Required Questions

Question	Response
1 System:	ACF CB Adoption and Foster Care Analysis and Reporting System
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Nov 24, 2003
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-08-02-1001-00-101-003
7 Privacy Act System of Records (SOR) Number:	Not applicable
8 OMB Information Collection Approval Number:	0980-0267
9 Other Identifying Number(s):	ACYF-CB-001
10 System Name:	Adoption and Foster Care Analysis and Reporting System (AFCARS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	Section 479 of title IV-E of the Social Security Act and Federal regulations at 45 CFR 1355.40 directs States to establish and implement a system to collect data on children in foster care and those who have been adopted under the auspices of the State child welfare agency.
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF CB Adoption and Foster Care Analysis and Reporting System

17	Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	<p>The data provide information about foster care placements, adoptive parents, length of time in care, delays in termination of parental rights and placement for adoption. The purpose of the data collected is to inform State/Federal policy decisions, program management, and respond to Congressional and Departmental inquiries. Specifically, the data is used for short/long-term budget projections, trend analysis, and to target areas for improved technical assistance. ACF uses AFCARS data for a number of reasons, including:</p> <ul style="list-style-type: none">· responding to Congressional requests for current data on children in foster care or those who have been adopted;· responding to questions and requests from other Federal departments and agencies, including the General Accounting Office (GAO), the Office of Management and Budget (OMB), the DHHS Office of Inspector General (OIG), national advocacy organizations, States, and other interested organizations;· short and long-term budget projections;· trend analyses and short and long-term planning;· targeting areas for greater or potential technical assistance efforts, for discretionary service grants, research and evaluation, and regulatory change;· determining and assessing outcomes for children and families. <p>Additionally, the AFCARS data are used specifically in the:</p> <ul style="list-style-type: none">· Adoption Incentives Program;· Child Welfare Outcomes Report;· Child and Family Services (CFS) Reviews;· Title IV- E Eligibility Reviews; and· Allotment of funds in the Chafee Foster Care Independence Program (CFCIP). <p>The data required by AFCARS is information that would normally be collected during the course of a social worker's assessment, planning, and service provision, so that additional information does not need to be collected solely for the purpose of meeting AFCARS requirements.</p>
18	Describe the consent process:	Not applicable
19	Does the system host a website?	No
20	Does the website have any information or pages directed at children under the age of thirteen?	No
21	Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22	Are there technical controls present?	-
23	Describe the IIF security controls:	Not applicable.
24	Sr Official of Privacy Signature:	David Jenkins
25	Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.



HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF CCB Federal Child Care Information System (CCIS)(ACF-801)

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2Summary of PIA Required Questions

Question

Response

1 System:	ACF CCB Federal Child Care Information System (CCIS)(ACF-801)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Jul 28, 2005
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-08-02-1002-00-101-003
7 Privacy Act System of Records (SOR) Number:	Not Applicable
8 OMB Information Collection Approval Number:	0980-0267
9 Other Identifying Number(s):	Not applicable.
10 System Name:	Child Care Bureau Information System (CCBIS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	The state case level report, or ACF-801, is one of the data collections undertaken by the Child Care Bureau pursuant to the requirements of the Child Care and Development Block Grant of 1990 (42 USC 9801 et seq.) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-93) and the Balanced Budget Act of 1997 (PL 105-33). All Child Care and Development Fund (CCDF) lead agencies in the states, the District of Columbia, and territories (including Puerto Rico, American Samoa, Guam, Northern Mariana Islands, and the US Virgin Islands) are responsible for completing the ACF-801
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable.
17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	The information is collected in an electronic format, which is transmitted directly to the National Institute of Health’s National Information Center. The data are collected from all Child Care and Development Fund (CCDF) lead agencies in the states, the District of Columbia, and territories (including Puerto Rico, American Samoa, Guam, Northern Marianna Islands, and the US Virgin Islands). The CCDF lead agencies are responsible for completing the ACF-801. Consent is not required.
18 Describe the consent process:	Not applicable.
19 Does the system host a website?	No
20 Does the website have any information or pages directed at children under the age of thirteen?	No
21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22 Are there technical controls present?	-
23 Describe the IIF security controls:	Not applicable.
24 Sr Official of Privacy Signature:	David Jenkins
25 Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OA Grants Administration Tracking & Evaluation System (GATES)

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2 Summary of PIA Required Questions

Question	Response
1 System:	ACF OA Grants Administration Tracking & Evaluation System (GATES)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Aug 18, 2005
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-04-00-01-1300-00-101-003
7 Privacy Act System of Records (SOR) Number:	Not applicable.
8 OMB Information Collection Approval Number:	Not applicable.
9 Other Identifying Number(s):	OA-OFS-001
10 System Name:	Grants Administration Tracking and Evaluation System (GATES)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	Paul Hasz
12 Provide an overview of the system:	GATES is a software application designed to automate the process of awarding discretionary, formula, block and entitlement grants. GATES maintains a nationwide database of grant program and fiscal information provides management reports; compiles post-award monitoring information: safeguards Federal funds through management of funding limits and facilitates the closeout of grants and the archiving of program and fiscal performance information. Existing
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not shared with other than HHS internal organizations.
17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	This application contains proprietary business information and other financial information and is used to allow ACF to oversee grants that fund a range of social services for low-income individuals across the country. Social security numbers are used for matching only and are not displayed to users of the system. Telephone, address and email addresses are work numbers, not home or personal and are publicly accessible elsewhere on government sites.
18 Describe the consent process:	All Grantee information is voluntarily provided (e.g., names, telephone, number, addresses, and e-mail addresses of grantees).
19 Does the system host a website?	Yes
20 Does the website have any information or pages directed at children under the age of thirteen?	No
21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22 Are there technical controls present?	Yes
23 Describe the IIF security controls:	Implementation and testing of controls (including Identification and Authentication, Access Controls) in accordance with NIST SP800-53/53A and other applicable Federal and Departmental regulations.
24 Sr Official of Privacy Signature:	David Jenkins
25 Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OA Publication Request Orders and Mailing List Information System (PROMIS)

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2Summary of PIA Required Questions

Question

Response

1 System:	ACF OA Publication Request Orders and Mailing List Information System (PROMIS)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Nov 21, 2003
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-07-02-9999-00-101-003
7 Privacy Act System of Records (SOR) Number:	Not applicable.
8 OMB Information Collection Approval Number:	Not applicable.
9 Other Identifying Number(s):	OA-OIS-004
10 System Name:	Publications, Requestors, Orders, and Mailing Lists Information System (PROMIS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	<p>Publications, Requestors, Orders & Mailing Lists Information System (PROMIS) was developed to support agency-wide publications distribution and management requirements to track the status of publications inventories and the receipt and fulfillment of publications order requests, as well as tracking clearances and requisitions.</p> <p>PROMIS also provides the capabilities to create and maintain mailing lists and to print mailing labels. PROMIS supports import of licensed mailing lists procured from external sources. (Functions related to the creation of document content, printing and publication, mail piece design, and deliveries of publications are outside the scope of PROMIS.)</p> <p>While PROMIS does not have specific authorizing legislation, it is an internal administrative tool intended to support all agency programs. PROMIS is only used by ACF employees and authorized contractors; it is not accessed by the public.</p>
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable
17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	Not applicable
18 Describe the consent process:	Not applicable
19 Does the system host a website?	No
20 Does the website have any information or pages directed at children under the age of thirteen?	No
21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22 Are there technical controls present?	-
23 Describe the IIF security controls:	Not applicable
24 Sr Official of Privacy Signature:	David Jenkins
25 Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OA Temporary Assistance to Needy Family (TANF) Data Reporting System

1	
The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.	
2	Summary of PIA Required Questions

Question	Response
1 System:	ACF OA Temporary Assistance to Needy Family (TANF) Data Reporting System
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Nov 26, 2003
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-07-02-1003-00-101-003
7 Privacy Act System of Records (SOR) Number:	09-90-0151
8 OMB Information Collection Approval Number:	0970-0199
9 Other Identifying Number(s):	OPRF-TANF-001
10 System Name:	Final TANF Data Reporting System (FTDRS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	<p>The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) established data reporting requirements for States operating the Temporary Assistance for Needy Families (TANF) program. On April 12, 1999 the Department of Health and Human Services (DHHS) issued final regulations on TANF data reporting requirements.</p> <p>The Division of Application Development Services(DADS) provides States Territories and Tribes with a computer software package (FTDRS) that permits States to enter the required TANF and SSP-MOE data into the system, edit the data and create the transmission files.</p> <p>Existing</p>
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	Yes
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable.
17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	<p>States are required to collect monthly and report quarterly disaggregated data on families and individuals receiving assistance under the State TANF program, disaggregated data on families and individuals no longer receiving assistance under the State TANF program, and aggregated data on applications, active TANF families and recipients, closed cases, etc. At State option, if the State wants to receive a high performance bonus or qualify for caseload reduction credit, the State must also submit data on its separate State programs. The SSP-MOE Data Report collects data similar to data on the TANF Data Report. All data is to be reported electronically.</p> <p>OPRE is responsible for compiling, and analyzing the data collected with the FTDRS. Each quarter they produce several reports that show TANF Work Participation Rates and Characteristics and Financial Circumstances of TANF Recipients. These reports are important for determining the success of the TANF program.</p>
18 Describe the consent process:	Not applicable.
19 Does the system host a website?	No
20 Does the website have any information or pages directed at children under the age of thirteen?	No
21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22 Are there technical controls present?	-

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.



HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OA Temporary Assistance to Needy Family (TANF) Data Reporting System

- 23

Describe the IIF security controls:

Not applicable.
- 24

Sr Official of Privacy Signature:

David Jenkins
- 25

Sr Official of Privacy Signoff Date:

Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OA Web Server

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2

Summary of PIA Required Questions

Question	Response
1 System:	ACF OA Web Server
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Nov 21, 2003
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-02-00-02-9999-00-404-139
7 Privacy Act System of Records (SOR) Number:	Not applicable.
8 OMB Information Collection Approval Number:	Not applicable.
9 Other Identifying Number(s):	OA-OIS-008
10 System Name:	ACF Web Server
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	This system hosts Web pages for ACF. No PI information is included in these Web pages.
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable.
17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	No PI information is collected or stored on this system.
18 Describe the consent process:	Not applicable.
19 Does the system host a website?	Yes
20 Does the website have any information or pages directed at children under the age of thirteen?	No
21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22 Are there technical controls present?	-
23 Describe the IIF security controls:	Not applicable.
24 Sr Official of Privacy Signature:	David Jenkins
25 Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE Federal Parent Locator Services (FPLS)

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2

Summary of PIA Required Questions

Question

Response

1 System:	ACF OCSE Federal Parent Locator Services (FPLS)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Oct 14, 2005
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-07-01-1000-00-101-003 (970014101100000)
7 Privacy Act System of Records (SOR) Number:	09-90-0074
8 OMB Information Collection Approval Number:	National Directory of New Hires, OMB NO: 0970-0196, Federal Tax Refund Offset and Administrative Offset Program and Federal Offset Passport Denial, OMB NO: 0970-016, Financial Institution Data Match, OMB NO: 0970-0196
9 Other Identifying Number(s):	N/A
10 System Name:	Location and Collection System (LCS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	Margot Bean
12 Provide an overview of the system:	The primary purpose of the Location and Collection System (LCS) is to provide state child support programs with data to locate parents and collect child support, especially in cases where parents reside in different states. The LCS is comprised of the following: - National Directory of New Hires (NDNH); - Federal Tax Refund Offset and Administrative Offset Program (TROP) and Federal Passport Denial; - Multistate Financial Institution Data Match. Information is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. These activities are authorized by Title IV, Part D, of the Social Security Act and the Federal Privacy Act.
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	Yes
15 Is the system subject to the Privacy Act?	Yes
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	State Child Support Enforcement Agencies - Provide locate information, establish paternity, establish, set, modify, or enforce child support obligations. - Court with authority to issue a child support order - Establish parentage or establish the amou. Federal law authorizes that specified types of collected information may be shared with specified entities for specified purposes. In summary, the collected information is shared with the following entities. State CSE agencies; a court with authority to issue a child support order; a resident parent, legal guardian, attorney, or agent of a child who is not receiving Temporary Assistance for Needy Families (TANF); a State agency administering specified child welfare or foster care programs; a State agency administering the Unemployment Compensation program; an agent or attorney of a state, with an agreement, who has the duty or authority under state law to enforce a child custody or visitation determination; a court having jurisdiction to make or enforce a child custody or visitation determination; and an agent or attorney of a state or the United States with responsibility for matters involving the unlawful taking or restraint of a child. Specified information may also be shared with the following Federal agencies for the authorized purposes specified in Federal law: Department of the Treasury; Department of State; Department of Education; Department of Housing and Urban Development; and the Social Security Administration.

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE Federal Parent Locator Services (FPLS)

- 17 Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:

Information in the NDNH portion of the LCS pertaining to quarterly wages and unemployment insurance is collected from state workforce agencies. Information pertaining to newly hired employees is collected from each states Directory of New Hires. Federal agencies report directly to the NDNH. The information collected is used to locate individuals for the purpose of establishing parentage, establishing, setting the amount of, modifying, or enforcing child support obligations, or enforcing child custody and visitation orders. The information collected is also used by authorized Federal agencies to prevent and recoup erroneous payments under Federal benefit programs. The LCS also collects from state Child Support Enforcement (CSE) agencies information pertaining to past-due child support owed by noncustodial parents. This information is compared against information pertaining to Federal tax refunds, Federal administrative payments, and U.S. passports to collect past-due support. The data collected is mandatory. Federal law requires the collection of information for child support and other authorized purposes.
- 18 Describe the consent process:

Information is collected from the following sources. Information pertaining to newly-hired employees is collected from each State Directory of New Hires, which receives the information from employers. Quarterly wage and unemployment insurance information is collected from the State Workforce Agencies. Federal agencies report information directly to the NDNH. Information pertaining to past-due child support owed by noncustodial parents is collected from state CSE agencies. Information contained in the system is not directly collected from individuals and is for the routine uses specified in the system of records notice pertaining to the LCS. 5 U.S.C. 552a(b)(3). Information required by Federal law is supplied by state CSE agencies. 42 U.S.C. 652 (k) and (l), 653, 664 and 666(a) (17).
- 19 Does the system host a website?

No
- 20 Does the website have any information or pages directed at children under the age of thirteen?

No
- 21 Are there policies or guidelines in place with regard to the retention and destruction of IIF?

Yes
- 22 Are there technical controls present?

Yes
- 23 Describe the IIF security controls:

The information is secured in accordance with an up-to-date security plan. This plan restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to take a non-disclosure oath and attend annual security awareness training.
- 24 Sr Official of Privacy Signature:

David Jenkins
- 25 Sr Official of Privacy Signoff Date:

Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE Federal Parent Locator Services 2 (FPLS2)

1

The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.

2

Summary of PIA Required Questions

Question	Response
1 System:	ACF OCSE Federal Parent Locator Services 2 (FPLS2)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Oct 14, 2005
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	9.70014E+14
7 Privacy Act System of Records (SOR) Number:	09-80-0202
8 OMB Information Collection Approval Number:	0980-0271
9 Other Identifying Number(s):	N/A
10 System Name:	Federal Case Registry of Child Support Orders (FCR), HHS, OCSE
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	Margot Bean
12 Provide an overview of the system:	<p>The primary purpose of the FCR is to improve States abilities to locate parents and collect child support.</p> <p>The primary purpose of the Federal Case Registry of Child Support Orders (FCR) is to improve states abilities to locate parents and collect child support. Legal authority for maintenance of the system is contained in sections 452 and 453 of the Social Security Act.</p>
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	Yes
15 Is the system subject to the Privacy Act?	Yes
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	<p>State Child Support Enforcement Agencies - Provide locate information, establish paternity, establish, set, modify or enforce child support obligations. Internal Revenue Service (IRS) - The IRS matches the FCR data file against profiled IRS tax records of payers claiming Earned Income Tax Credit (EITC) on dependents.</p> <p>Federal law authorizes that specified types of collected information may be shared with specified entities for specified purposes. In summary, the collected information is shared with the following entities. - State CSE agencies; - A court with authority to issue a child support order; - A resident parent, legal guardian, attorney, or agent of a child who is not receiving Temporary Assistance for Needy Families (TANF); - A State agency administering specified child welfare or foster care programs; - An agent or attorney of a state, with an agreement, who has the duty or authority under state law to enforce a child custody or visitation determination; - A court having jurisdiction to make or enforce a child custody or visitation determination; - An agent or attorney of a state or the United States with responsibility for matters involving the unlawful taking or restraint of a child. Specified information may also be shared with the following Federal agencies for the authorized purposes specified in Federal law: Department of the Treasury and Department of State. The Secretary of Health and Human Services may also share collected information, without personal identifiers, for research purposes found by the Secretary to be likely to contribute to achieving the purposes of the TANF program or the child support program.</p>

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.

HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE Federal Parent Locator Services 2 (FPLS2)

17	Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	As required by Federal law, each state child support enforcement (CSE) agency maintains, within its automated system, a State Case Registry (SCR). The records in the SCR include information pertaining to all child support cases and orders established or modified in the state on or after October 1, 1998. The FCR includes abstracts of this information, provided by each CSE agency. The FCR system of records contains the following information: names (including alternative names); social security numbers (including alternative numbers); birth dates; participant type (custodial party, noncustodial parent, putative father, child); sex; case type (IVD, referring to a case in which the family is receiving services from the CSE agency, or non-IVD); indication of an order; family violence indicator (domestic violence or child abuse); state Federal Information Processing Standard code; county code; state case identification number; and state member identification number. Information maintained in the FCR is matched against information maintained in the National Directory of New Hires (NDNH), another component of the Federal Parent Locator Service, to determine if a newly hired employee included in the NDNH is a participant in a child support case anywhere in the country. Within two business days after a comparison reveals a match with respect to an individual, the information regarding the individuals current employment and address is reported back to the State agency or agencies responsible for the case. States are also alerted when another state has registered the same individual on the FCR. The data collected is mandatory. Federal law requires the collection of information for child support and other authorized purposes.
18	Describe the consent process:	As required by Federal law, the FCR information is collected from each state CSE agency, which maintains the information in its State Case Registry. Information contained in the FCR is not directly collected from individuals and is for the routine uses specified in the system of records notice pertaining to the FCR.
19	Does the system host a website?	No
20	Does the website have any information or pages directed at children under the age of thirteen?	No
21	Are there policies or guidelines in place with regard to the retention and destruction of IIF?	Yes
22	Are there technical controls present?	Yes
23	Describe the IIF security controls:	The information is secured in accordance with an up-to-date security plan that restricts access and disclosure to persons as authorized in the statute, provides administrative, physical, and technical system controls, requires monitored access and promotes security training. All personnel with access to the system are required to take a non-disclosure oath and attend annual security awareness training.
24	Sr Official of Privacy Signature:	David Jenkins
25	Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.



HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE State Systems Approval Infomation System (SSAIS)

1	
The following required questions represent the information necessary to complete the PIA Summary for transmission to the Office of Management and Budget. Note: If a question or its response is not applicable, please answer “No” to that question.	
2	Summary of PIA Required Questions

Question	Response
1 System:	ACF OCSE State Systems Approval Infomation System (SSAIS)
2 Is this a new PIA?	No
3 If this is an existing PIA, please provide a reason for revision:	Initial PIA Migration to ProSight
4 Date of this Submission:	Nov 21, 2003
5 OPDIV Name:	ACF
6 Unique Project Identifier (UPI) Number:	009-70-01-07-02-1006-00-101-003
7 Privacy Act System of Records (SOR) Number:	Not applicable.
8 OMB Information Collection Approval Number:	Not applicable.
9 Other Identifying Number(s):	OCSE-DSS-001
10 System Name:	State Systems Approval Information System (SSAIS)
11 System Point of Contact (POC). The System POC is the person to whom questions about the system and the responses to this PIA may be addressed:	David Jenkins
12 Provide an overview of the system:	<p>SSAIS is a management information system that tracks the approval and monitors the status of state automation projects funded by the Administration for Children and Families (ACF) under Titles I, IV-A, IV-B, IV-C, IV-D, IV-E, X, XIV, XVI (AABD), or XIX of the Social Security Act and Title IV Chapter 2 of the Immigration and Nationality Act. The related programs include Adoption Assistance, Adult Protective Services, Child Care, Child Protective Services, Child Support Enforcement, Foster Care, Juvenile Justice, Medicaid, and Social Service. State projects may be funded by a single ACF operating division (OPDIV) or multiple OPDIVs and also the Centers for Medicare and Medicaid Services (CMS). SSAIS also maintains current and historic information related to state systems and projects.</p> <p>The ACF Administration on Children, Youth, and Families (ACYF) coordinates the development, implementation, and certification of Statewide Automated Child Welfare Information Systems (SACWIS). The Office of Child Support Enforcement (OCSE) performs similar functions for computerized state systems for collecting and disbursing child support payments.</p> <p>SSAIS provides capabilities to track the flow and approval of documentation and correspondence received from the states, as well as capabilities to initiate and edit replies by e-mail and/or word processing linkages. Documents received from states include Advance Planning Documents (APDs), annual APD updates (APDUs), Implementation APDs, and other documents and correspondence related to approval of Federal Financial Participation (FFP). Capabilities are also provided to generate reports related to specific projects and programs and their funding status.</p> <p>While SSAIS does not have specific authorizing legislation, the system is an internal administrative tool intended to support program requirements. SSAIS is only used by ACF employees and authorized contractors; it is not accessed by the public.</p>
13 Indicate if the system is new or an existing one being modified:	Existing
14 Does/Will the system collect, maintain (store), disseminate and/or pass through IIF within any database(s), record(s), file(s) or website(s) hosted by this system?	No
15 Is the system subject to the Privacy Act?	No
16 If the system shares or discloses IIF please specify with whom and for what purpose(s):	Not applicable.

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.



HHS Privacy Impact Assessment (PIA) Summary

ACF: ACF OCSE State Systems Approval Information System (SSAIS)

17	Describe in detail the information the agency will collect, maintain, or disseminate and why and for what purpose the agency will use the information:	SSAIS supports the creation, tracking, and close-out of document controls. A SSAIS document control is a mechanism to track and process incoming documents related to the approval of state automation projects funded by ACF and/or CMS. These documents include Advanced Planning Documents (APDs), Advanced Planning Document Updates (APDUs), and any other reports and correspondence received from a grantee concerning a state automation project. The incoming documents are not directly entered into SSAIS, but sufficient information is key entered to support document tracking and the monitoring, review, and authorization or disapproval of grantee project phases and funding. The information entered is for internal ACF use and is not available for direct access by the public.
18	Describe the consent process:	Not applicable.
19	Does the system host a website?	No
20	Does the website have any information or pages directed at children under the age of thirteen?	No
21	Are there policies or guidelines in place with regard to the retention and destruction of IIF?	No
22	Are there technical controls present?	-
23	Describe the IIF security controls:	Not applicable.
24	Sr Official of Privacy Signature:	David Jenkins
25	Sr Official of Privacy Signoff Date:	Jun 30, 2006

Note on IIF: Any question about IIF seeks to identify any, and all, personal information associated with the system. This includes any IIF, whether or not it is subject to the Privacy Act, whether the individuals are employees, the public, research subjects, or business partners, and whether provided voluntarily or collected by mandate. Later questions will try to understand the character of the data and its applicability to the requirements under the Privacy Act or other legislation. Note: If no IIF is contained in the system, please answer the remaining required questions, then promote the PIA to the Sr. Privacy Official who will authorize the PIA. Note: If this system contains IIF, all remaining questions on the PIA Form Tabs must be completed prior to signature and promotion.